

TRAVEL EXPENSE CLAIM

See Instructions and Privacy
Statement on Reverse Side

STD 262 (REV. 10/92)

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CLAIMANT'S NAME Linda Ulrich		SSAN OR EMPLOYEE NUMBER		DEPARTMENT Washington DC Office	
POSITION Director	CB/ID NUMBER	DIVISION OR BUREAU			INDEX NUMBER
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS			TELEPHONE NUMBER
CITY	STATE	ZIP	CITY	STATE	ZIP

MONTH/YEAR Feb-10		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION				BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY	
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES AMOUNT			
21-Feb		Washington, DC								29.00		0.00	350.00	379.00
												0.00		0.00
												0.00		0.00
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												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
SUBTOTALS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.00	0	0.00	350.00	
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL													\$379.00	

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Travel to and from meetings for the month of February

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.445

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

840930

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754

pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

2-28-10

SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

3/8/10

SIGNATURE OF TITLE OF AUTHORITY FOR SPECIAL EXPENSES